

Department of the Army  
Headquarters, United States Army  
Installation Management Command  
2511 Jefferson Davis Highway  
Arlington, Virginia 22202  
30 April 2007

\*IMCOM Regulation 190-1

## Military Police

### UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND (IMCOM) SERIOUS INCIDENT REPORTS (SIRs)

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**Summary.** This is the first publication of this regulation. This regulation prescribes policies, responsibilities, and procedures for Serious Incident Reporting.

**Applicability.** The policy and guidance prescribed by this regulation applies to all IMCOM Region Directors and Garrison Commanders/Managers.

**Supplementation.** Supplementation of this regulation is permitted by Directors at Region level.

**Suggested Improvements.** The proponent of this regulation is the Operations Division. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank forms) electronically to [imcomopscenter@hqda.army.mil](mailto:imcomopscenter@hqda.army.mil).

**Distribution.** This regulation is distributed solely through the IMCOM Homepage at <http://www.imcom.army.mil>.

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\*This regulation supersedes IMA Policy Memorandum #11, dated 20 December 2005.

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## **Chapter 1 Introduction**

### **1-1. Purpose**

This regulation provides guidance for Serious Incident Reporting (SIR) flow from Garrisons and Regions to HQ, IMCOM, Department of the Army, and to outline issues and incidents that Garrison Commanders/Managers and Region Directors must notify the IMCOM Command Group of in a timely manner.

### **1-2. References**

Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

### **1-3. Explanation of abbreviations and terms**

Abbreviations and terms used in this regulation are explained in the glossary.

## **Chapter 2 Responsibilities**

### **2-1. Region Directors will —**

Report any incident they feel requires the attention of the IMCOM Command Group. WHEN IN DOUBT – REPORT.

### **2-2. Garrison Commanders/Managers will -**

- a. Provide timely notification, through their respective Region Directors/Operations Centers, to the IMCOM Command Group of any issues or incidents as described herein.
- b. Report any incident they feel requires the attention of the IMCOM Command Group.
- c. Will coordinate with their respective Installation, Senior Mission, or Senior Tactical Commanders to ensure that SIR information is exchanged and dual reporting minimized.

## **CHAPTER 3 REPORTABLE ITEMS**

AR 190-45 specifies three categories of reportable items:

- a. **Category 1** – Reportable Serious Incidents (AR 190-45, para 8-2) are those incidents requiring immediate telephonic notification from the reporting unit (i.e., garrison) to the Army Watch, followed by a written report emailed within 12 hours of discovery or notification to the Army Watch and Provost Marshal General (PMG).
- b. **Category 2** – Reportable Serious Incidents (AR 190-45, para 8-3) are those incidents requiring only a written report emailed within 24 hours of discovery or notification to the Army Watch and PMG.

c. **Category 3** – Reportable Serious Incidents (AR 190-45, para 8-4) are those incidents not already covered by Categories 1 or 2, but still of particular interest to the IMCOM Command Group. These incidents are further categorized as follows:

(1) **Category 3a.** Incidents requiring immediate telephonic notification to the IMCOM Command Group, followed by a written report emailed to the IMCOM Operations (OPS) Center & Region OPS Center within two hours of discovery or notification.

(2) **Category 3b.** Incidents requiring only a written report emailed to the IMCOM OPS Center & Region OPS Center within two hours of discovery or notification.

## **Chapter 4**

### **Procedures**

SIRs will be reported by Garrison Commanders/Managers in accordance with (IAW) the following procedures:

#### **4-1. Category 1.**

a. Garrisons will provide immediate telephonic notification (any hour, day, night, weekend, or holiday) of Category 1 SIRs to the Army Watch (AR 190-45, para 9-2a) and to the appropriate Region Director.

b. Region Directors will then provide immediate telephonic notification to the IMCOM Deputy Commanding General (DCG). If unable to contact the DCG, then notify the IMCOM Chief of Staff (COS).

c. If the Chief of Staff is not available, Region Directors will immediately notify the IMCOM Staff Duty Officer (SDO) at 703-380-4295.

d. Garrisons will follow their telephonic report with a written executive summary (EXSUM) in email text format (with or without the initial SIR attached) within two hours to the appropriate Region Director, Region OPS Center, and IMCOM OPS Center. Information required but unavailable shall be indicated by To Be Announced (TBA), Unknown (UNK), or Not Applicable (NA).

e. Garrisons will follow their initial telephonic report with a written report (AR 190-45, fig 9-1), emailed to the Army Watch and PMG (DAPM-MPD-LE) within 12 hours of discovery or notification (AR 190-45, para 9-2a).

f. Garrisons reporting Category 1 SIRs will provide information copies (via email) of these SIRs to their respective regions and other required info addresses (AR 190-45, para 9-5).

g. In addition to preparing the written Category 1 SIR, Garrisons will prepare an EXSUM of the SIR IAW the following format:

(1) Region/Installation:

(2) What:

(3) Who:

- (4) Where:
- (5) When:
- (6) Army Watch Notified:
- (7) Summary of Incident:

#### **4-2. Category 2.**

- a. Garrisons will provide a written report in email format using the EXSUM above with or without the initial SIR attached within two hours. Information required but unavailable shall be indicated by TBA, UNK, or NA. Telephonic notification for category 2 SIRs is not required.
- b. Garrisons will provide a written report (AR 190-45, fig 9-1), emailed to the Army Watch and PMG (DAPM-MPD-LE), within 24 hours of discovery or notification (AR 190-45, para 9-2b).
- c. Garrisons reporting Category 2 SIRs will provide information copies (via email) of these SIRs to their respective regions and other required info addressees (AR 190-45, para 9-5).

#### **4-3. Category 3a.**

- a. Garrisons will provide immediate telephonic notification (any hour, day, night, weekend, or holiday) of Category 3a SIRs to the appropriate Region Director.
- b. Region Directors will then provide immediate telephonic notification to the IMCOM DCG. If unable to contact the DCG, then notify the IMCOM COS.
- c. If the COS is not available, Region Directors will notify the IMCOM SDO at 703-380-4295.
- d. Garrisons will follow their telephonic report with an EXSUM within two hours. Information required but unavailable shall be indicated by TBA, UNK, or NA.

#### **4-4 Category 3b.**

- a. Garrisons will provide a written report in email format using the EXSUM above within two hours of discovery or notification to their respective Region Director, Region OPS Center, and IMCOM OPS Center. Telephonic notification for Category 3b SIRs is not required.
- b. Information required but unavailable shall be indicated by TBA, UNK, or NA.

### **Chapter 5 Coordinating Instructions**

- a. All incident reports are SIRs. The term Commanders' Critical Information Requirements (CCIR) will no longer be used to describe these incidents.

b. The IMCOM COS is responsible for notifying other members of the IMCOM Command Group of Category 1 and Category 3a SIRs. IMCOM OPS Center will forward EXSUMs received from IMCOM Installations/Regions to the IMCOM DCG, Executive Officer, Executive Director, Chief of Staff, Command Sergeant Major, and to the ACSIM Executive Officer.

c. If the IMCOM SDO is contacted, he/she will make every attempt to contact the IMCOM COS. If the COS is not available, the SDO will contact the IMCOM OPS Center to pass on the telephonic SIR notification.

d. Tenant unit-generated SIRs should be sent directly to the Army Watch and their appropriate higher headquarters' command. Garrisons shall require their tenant units to include them as cc addresses on all tenant unit-generated SIRs/OPREPs. As received, these SIRs/OPREPs should be forwarded by the garrison to their respective Region OPS Centers for situational awareness. Region OPS Centers will forward pertinent tenant-unit SIRs/OPREPs to the IMCOM OPS Center.

e. All SIRs transmitted electronically will be forwarded as an attachment to an email messaged addresses as previously discussed and as listed below. The body of the email will contain the EXSUM format only along with the contact information below.

f. All SIRs/EXSUMS will indicate in the subject line, the SIR Category/Number, Installation, type of incident, and if this an IMCOM or NON-IMCOM incident.

g. All EXSUMS transmitted electronically will contain a Point of Contact (POC), telephone number (DSN and commercial), and e-mail address of the individual/OPS Center responsible for generating the EXSUM.

h. Transmit unclassified SIRs/EXSUMS on the NIPRNET marked FOUO.

(1) Army Watch: [armywtch@hqda-aoc.army.pentagon.mil](mailto:armywtch@hqda-aoc.army.pentagon.mil). DSN: 312-227-0218 or COMM: 703-697-0218.

(2) Office of the Provost Marshall: [mpops@hqda-aoc.army.pentagon.mil](mailto:mpops@hqda-aoc.army.pentagon.mil)

(3) IMCOM OPS Center: [imcomopscenter@hqda.army.mil](mailto:imcomopscenter@hqda.army.mil). DSN: 312-332-4254 or COMM: 703-602-4254.

IMOP-O

FOR THE COMMANDER:

ROBERT WILSON  
Lieutenant General, USA  
Commanding

OFFICIAL:



SIGNED:  
CHRISTOPHER G. ESSIG  
Colonel, GS  
Chief of Staff

## **Appendix A References**

### **Section I Required Publications**

**AR 190-45**  
Law Enforcement Reporting

### **Section II Related Publications**

This section contains no entries.

### **Section III Prescribed Forms**

This section contains no entries.

## **Glossary**

### **Section I Abbreviations**

**AR**  
Army Regulation

**CCIR**  
Commanders' Critical Information Requirements

**COS**  
Chief of Staff

**DCG**  
Deputy Commanding General

**EXSUM**  
Executive Summary

**FOUO**  
For Official Use Only

**IMCOM**  
Installation Management Command

**NA**  
Not Applicable

**NIPRNET**

Nonsecure Internet Protocol Routing Network

**OPS**

Operations Center

**POC**

Point of Contact

**PMG**

Provost Marshal General

**SDO**

Staff Duty Officer

**SIR**

Serious Incident Reports

**TBA**

To Be Announced

**UNK**

Unknown

**Section II****Terms**

This section contains no entries.

**Section III****Special Abbreviations and Terms**


This section contains no entries.



Table 5-1

## HQDA/IMCOM SIR Reporting Matrix

## HQDA / IMCOM SIR REPORTING MATRIX

	HQDA SIR CATEGORY 1	HQDA SIR CATEGORY 2	IMCOM SIR CATEGORY 3a	IMCOM SIR CATEGORY 3b
	1. Immediate telephonic notification 24/7 to Army Watch & Region Director	1. Telephonic notification optional	1. Immediate telephonic notification 24/7 to Region Director	1. Telephonic notification optional
	2. E-mail SIR report to Army Watch and OPMG W/ 12 hours	2. E-mail SIR report to Army Watch and OPMG W/ 24 hours		
	3. E-mail EXSUM to Region Director, Region OPS Center, and IMCOM OPS Center W/ 2 hours	3. E-mail <u>garrison specific</u> EXSUM to Region OPS Center and IMCOM OPS Center W/ 2 hours	2. E-mail EXSUM to Region Director, Region OPS Center, and IMCOM OPS Center W/ 2 hours	2. E-mail EXSUM to Region OPS Center and IMCOM OPS Center W/ 2 hours.
R	a. On/off post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.	a. Theft of gov appropriated funds or destruction of government property valued at >\$100K.	a. Death or serious injury to any IMCOM senior leader (GO,SES,GC).	a. Other death or serious injury to any IMCOM Soldier, DA civilian, or full time contract employee not covered in SIR CATEGORY 3a.
E	b. War crimes, including mistreatment of enemy POW's, detainees, displaced persons, retained persons or civilian internees, violations of the Geneva Conventions, and atrocities.	b. Theft of government non-appropriated funds or property valued at >\$100K.	b. An environmental incident or action (Regulators /EPA) that has shutdown operations or training at an installation due to reportable spills, range fires, legal suits, administrative order that would stop operations, and an environmental incident requiring immediate notification to any DOD or external agency.	b. Any incident which impacts the Garrison mission requiring an SIR.
P	c. Requests by U.S. Army personnel for political asylum or indications of defection.	c. Racially or ethnically motivated criminal acts.	c. Disasters or crises resulting in significant disruption to installation operations including electrical outage, loss in water, sewage, heating, cooling, training support, quality of life (QOL) and damage/destruction to any Flag/GO qtrs related to the above.	c. Senior IMCOM leader out of communications or temporarily away from the organization including TDY and leave and who is acting in their absence (RD's, DD's).
O	d. Terrorist activities, sabotage, and incidents, initiated or sponsored by known terrorists, dissident groups, or criminal elements that occur on an installation, or involve military personnel or property off an installation.	d. Loss, theft, wrongful disposition of evidence, sensitive items, controlled cryptographic items, night vision devices, or drugs.	d. Serious incident/misconduct involving a senior IMCOM leader.	d. Visit from a Brigadier General or above and elected officials for official business involving installation operations
A	e. Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.	e. Wrongful possession, distribution of controlled substances: Cocaine =>100-grams Marijuana =>1000-grams Hashish =>1000-grams Heroin =>100-grams Amphetamines or barbiturates => 100 grams LSD => 6 grams PCP =>100 grams	e. Any major breach of security.	e. Significant changes to normal activities on the installation that prompts interest from senior occupants.
B	f. Incidents involving material damage that seriously degrade unit operational or training readiness.	f. Significant violations of Army standards of conduct.	f. Potentially adverse public affairs issues which may discredit the Army, IMCOM or its members.	f. Changes negatively affecting a mission commander's readiness or IMCOM mission accomplishment.
L	g. Threats against government weapons and ammunition.	g. Incidents involving prisoners or detainees of Army confinement or correctional facilities or deaths.	g. Any change in FPCON baseline	g. Non-routine support to sister services or other governmental agencies.
E	h. Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the US, Vice President of the US, or other persons under US Secret Service (USSS) protection.	h. Theft, loss, unaccounted, or recovered ammunitions in the following quantities: Any missile, rocket or mine Any machine gun or automatic fired weapon Any frag, concussion or HE grenade, artillery round or ground burst simulator.	h. Negative communications with or regarding a Flag/General Officer.	h. Changes to projects that have command interest.
AR	i. Any other incident the commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.	i. Any explosives, i.e. det cord, C-4, etc One or more semi or manually operated firearm.	i. The following shall be reported as it relates to Medical Hold/Medical Holdover Soldiers: Any congressional inquiries/visits Any public affairs issues (positive or negative) Any facility that presents a life, health, or safety issue where Medical Hold/Medical Holdover Soldiers reside.	i. Anti-Deficiency Act violation or impending violation.
190-40		Five or more rounds => 50 cal	j. Any other incident the commander determines to be of immediate concern to the IMCOM leadership based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.	j. Loss or suspension of security clearance of any Senior IMCOM leader.
F		j. Actual or attempted break in of arms room.		k. Report of environmental enforcement actions.
O		k. Armed or attempted armed robbery,		l. Pending adverse or referred rating, disciplinary action, or DUI involving a senior IMCOM leader.
R		k. Trafficking of arms, munitions & explosives		m. Any family housing fire
C		l. Aggravated arson		n. Any other incident the commander determines to be of concern to the IMCOM leadership based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.
O		m. Deaths		
M		n. Kidnapping		
P		o. Major fires or natural disasters =>\$250k		
L		p. Mutiny (=> 10 persons)		
E		q. Tng accidents with death or serious injury		
D		r. Maltreatment of Soldiers and DA Civilians		
E		t. Child abuse		
T		u. Serious child injury or death		
A		v. Serious domestic violence incidents		
I		w. Incidents involving firearms		
L		x. Federal crimes when they meet reporting		
S				
	*Above list is not all inclusive - See AR 190-40	*Above list is not all inclusive - See AR 190-40		

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